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**GRADUATE SCHOOL**

**STATUTES ★ ★ ★ ★**



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## GRADUATE SCHOOL

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# UNIVERSITY STATUTES

## GRADUATE SCHOOL

### GRADUATE DEGREES

**3.00 Graduate Degree Programs.** The American University offers graduate programs of study for the degrees of Doctor of Philosophy, Master of Arts, and Master of Business Administration. Programs are offered for the degrees of Master of Arts and Doctor of Philosophy in Economic History; Economics; History; International Relations and Organization; Mathematics; Political Science; Psychology; Public Administration; Sociology and Anthropology; and Statistics. Programs are offered for the degree of Master of Arts in Communication; Education; Guidance and Counseling; and for the degree of Master of Business Administration.

Through a Three-Year Master's Degree Program the University encourages the superior undergraduate student to work towards the Master's degree beginning with the junior year in college. Through such a program an able undergraduate may undertake work with special emphasis on research. Work in graduate courses taken in the senior year and in excess of requirements for the Bachelor's degree is acceptable as graduate work toward the requirements of the Master's degree.

Some of the programs emphasize area studies, drawing on various departments of the University and appropriate Washington resources; two of these are inter-departmental programs for art and music students leading to the degree of Master of Arts with requirements more specialized than for other Master's degree programs.

**3.01 Doctor's Degree Requirements.** A candidate to qualify for the degree of Doctor of Philosophy must (1) complete with a better than B average at least seventy-two hours of graduate study, not less than thirty hours of which must have been taken in residence at The American University and not less than fifty hours of which must have been completed in the fields selected for Comprehensive Examinations, (2) pass Comprehensive Examinations in five fields of study recommended by the Chairman of the Department in which he is taking his principal degree work and approved by the Graduate Council, and must achieve the grade of Distinction in at least one field, (3) demonstrate proficiency in two research tools as approved as part of advancement to candidacy, (4) present a dissertation demonstrating distinctive competence in research and the ability to present new knowledge effectively, and (5) pass an oral examination on the dissertation and on any portions of the fields of study which are related to his inquiry. No academic credit is allowed for the dissertation.

**3.02 Master's Degree Requirements.** A candidate to qualify for the degree of Master of Arts or Master of Business Administration must (1) complete with a B average at least thirty hours of graduate study of which twenty-four hours must have been completed in residence at The American University, the thirty-hour requirement including up to six hours of thesis, (2) pass Comprehensive Examinations in three fields of study approved by the Chairman of the Department in which he is taking his principal degree work, (3) present a thesis demonstrating competence in the analysis of research data and expository reporting or satisfy any departmental requirement established in lieu thereof with Graduate Council approval. Where any Department retains the requirement for a thesis for the Master's degree the advisory committee may consist of one, two, or three persons and no oral examination on the thesis need be required.

**3.03 Master's Degree for Art Students.** A special graduate program leading to the degree of Master of Arts is offered to students who have demon-

strated unusual creative artistry and academic background and wish to study the interaction of art and society. To qualify for this degree a candidate must present evidence of his creative work to the Chairman of the Department of Art and secure his permission to enter on the program. He must also secure the approval of the Graduate Dean. Programs leading to this degree are planned in consultation with the Chairman of the Department of Art and the Chairman of the Department of the Graduate School in which the student plans to enroll. A candidate must (1) complete with a B average at least thirty hours of course work of which twenty-four hours must have been completed in residence at The American University and which must include twelve credit hours of work in a social science, three credit hours of work in art lectures, three credit hours of work in the seminar *The Interaction of Art and Society*, six credit hours of graduate art laboratory work, (2) pass Comprehensive Examinations in three fields of study approved by the Chairman of the Department in which he is taking his principal work, (3) present a thesis demonstrating competence in the analysis of research data and expository reporting or satisfy the Departmental requirement established in lieu thereof with Graduate Council approval. Comparable arrangements may be authorized for music students.

**3.04 Credits from other Institutions.** In order to be counted toward the Master's or Doctor's degree, credits earned elsewhere must (1) have been earned at accredited institutions, (2) be of Grade B or better and (3) comply with program requirements in the judgment of the appropriate Department Chairman; but the grades earned in other institutions may not be used to correct deficient grade averages at The American University.

**3.05—Oral Examinations.** Oral examinations on theses or dissertations are scheduled by the Department Chairman and conducted by the advisory committee. They must be taken at least one month in advance of the date on which the degree is to be conferred. The results are reported to the Registrar through the Department Chairman and the Graduate Dean on forms provided for the purpose.

**3.06 Outline of Major Steps Toward Graduate Degrees.** In a typical, but not strictly required, order of completion, the major requirements for each degree mentioned above include:

- a. Admission to full graduate standing;
- b. Advancement to candidacy;
- c. In case of candidacy for the Doctor's degree, passing of examinations in two foreign languages or quantitative tools of research;
- d. Satisfactory completion of the required work for graduate credit — the minimum number of semester hours for the Doctor's degree is 72, thirty hours to be taken in residence, and for the Master's degree 30, twenty-four in residence;
- e. Passing of Comprehensive Examinations in an approved set of fields, three for the Master's degree and five for the Doctor's degree with Distinction in one of the five, the complete set to be taken at one time;
- f. Submission of project for thesis or dissertation unless (in case of candidacy for the Master's degree) the thesis requirement has been modified by Departmental action;
- g. Tentative approval of thesis or dissertation by advisory committee;
- h. Oral examination on dissertation or thesis and closely related background; and
- i. Submission of two approved copies of thesis or four copies of dissertation with two summaries in each case.

Each of these requirements is described in greater detail below.

## ADMISSION

**3.07 Application for Admission.** A prospective graduate student should write to the Admissions Office, The American University, 1901 F Street, N.W., Washington 6, D. C., requesting a form of application for admission. To support his application the student wishing to work toward a degree should without delay ask each college or university which he has attended to send an official transcript of his record to the Admissions Office. It is especially important to indicate on the application form the field of study in which the principal graduate work is to be done in order that the appropriateness and adequacy of the student's undergraduate preparation may be determined. Students not wishing to work for a degree should submit adequate official evidence of the award of the Bachelor's degree.

**3.08 Full Standing.** The Graduate Dean may admit to full standing an applicant who holds a Bachelor's degree earned by pursuing a four-year academic curriculum or its equivalent in an accredited institution. The student must have completed an undergraduate major of at least twenty-four semester hours with an average grade of not less than B in that field in which he proposes to study in The American University or a closely related field. Graduate courses will be given appropriate consideration. Admission to full standing does not imply advancement to candidacy for a graduate degree.

**3.09 Qualified Standing.** The Graduate Dean may admit to qualified standing an applicant who holds a Bachelor's degree earned by pursuing a four-year academic curriculum or its equivalent in an accredited institution, with an undergraduate major in a field other than that in which he proposes to concentrate his principal work in The American University, with not less than a B average, or an applicant with an undergraduate major in his proposed field of study with an average less than B.

A student who has earned such a Bachelor's degree in an unaccredited institution may be admitted to qualified standing under such conditions as the Graduate Dean or Graduate Council may determine, provided that the student presents a satisfactory major completed with better than a B average.

The status of a student admitted to qualified standing is reviewed by the Graduate Dean after his completion of at least twelve hours of graduate work to determine whether he is then qualified for advancement to full standing. Advancement of a student from qualified standing to full standing may be conditioned upon requirements intended to remedy any deficiencies in the student's preparation. A student admitted to qualified standing may not continue beyond twenty-four semester hours of completed course work unless he is admitted to full standing.

**3.10 Auditor, Tentative Admission, and Credit for Transfer.** On the basis of statements made on the application form, supplemented by an oral interview, the Graduate Dean may admit a qualified student as an auditor in particular classes, subject to consent of the Department. Similarly, if a student's credentials are not available in time for processing before registration, the Graduate Dean may tentatively admit him to graduate study for credit. Transcripts must be received and the status tentatively granted must be confirmed before any grades will be released. A graduate student of another institution may register for courses if he presents, in lieu of a transcript, an official statement approving such registration, attesting that he is in good standing, and that the credit earned at The American University will be accepted and entered on the student's record at his own institution. The maximum number of semester credit hours (course load) which may be carried by parttime and fulltime students respectively is indicated in the current University course announcement which should be consulted in this connection.

**3.11 Dismissal for Low Scholarship.** A student in full standing retains his status indefinitely unless his cumulative average grade in graduate courses in residence falls below B. When a student's average falls below B, the Graduate Dean writes to him informing him of this fact and warning him of the possible consequences. If a student's cumulative average grade remains below B for another semester, or for a period during which a parttime student attempts nine semester hours in courses not previously taken, the student shall be denied the right to register for a period of one calendar year. Readmission may be granted after this time by the Graduate Council under whatever conditions it may impose.

## ADVANCEMENT TO CANDIDACY

**3.12 Advancement to Candidacy for a Master's Degree.** To be advanced to candidacy for a Master's degree a student must be in full graduate standing. In addition he must have completed at least twelve semester hours of graduate courses in residence with at least a B average. Exception may be made for a student who has completed the first two years of the Three-Year Master's Degree Program with at least a B average. On a form provided by the Graduate Dean the student specifies the fields in which he proposes to take his Comprehensive Examinations and obtains the approval of his Department Chairman. The Graduate Dean may then advance the student to candidacy, indicating, in consultation with the Department Chairman, any additional work needed to remedy deficiencies in the student's preparation for the Master's degree program of his choice. Such advancement continues valid for five years provided the student's cumulative average grade for graduate work in residence does not fall below B; it may be renewed by the Graduate Council with conditions which seem appropriate in accordance with regulations in force at the time.

**3.13 Advancement to Candidacy for the Doctor's Degree.** To be advanced to candidacy for the Doctor's degree a student must be in full graduate standing. In addition he must have completed, with an average grade higher than B, thirty semester hours in graduate courses, twelve of these in residence. On a form provided by the Graduate Dean the student specifies the five fields in which he proposes to take his Comprehensive Examinations, and two research tools, as defined below, and obtains the approval of his Department Chairman. The Graduate Dean may then advance the student to candidacy, indicating to the student, in consultation with the Department Chairman, his hours requirement for the degree, including additional work, if any, required of him. Candidacy for the Doctor's degree continues valid for seven years provided the student's cumulative average grade for graduate work in residence does not fall below B; it may be renewed by the Graduate Council with conditions which seem appropriate, in accordance with regulations then in force.

## TOOLS OF RESEARCH; COMPREHENSIVE EXAMINATIONS

**3.14 Tools of Research.** A tool of research is a foreign language or a quantitative discipline required in preparation for the Doctor's degree. The requirement of two tools of research must be satisfied before a dissertation project will be approved by the Graduate Council. French, German, statistics, or accounting may be selected with the approval of the Department Chairman; other languages or quantitative tools of research are subject to approval by the Graduate Council. The Council appoints examiners to test candidates for proficiency in tools of research and to certify the results to the Registrar.

**3.15 Comprehensive Examinations.** The deadline for application for each Comprehensive Examination period is indicated in the Academic Calendar in the current University course announcement. Application is made on a



form provided by the Graduate Dean on which the student specifies the fields approved by his Department Chairman. A student is eligible to take these Examinations when he has completed, with the required average, the number of hours of graduate work, not including thesis, thesis seminar, or dissertation, required for the degree sought. Comprehensive Examinations must be taken as a unit. An especially well-prepared candidate finishing his hours requirement in the Spring semester may obtain permission from the Graduate Dean to take the Comprehensive Examinations in that semester. Candidates for the MA and MBA degrees who have completed all but three of their required semester hours credit and are at the time enrolled for these credits, and have a grade average better than B, may be permitted by the Graduate Dean to take their Comprehensive Examinations in the Fall semester. This action may be taken under the same conditions in the case of candidates for the Doctor's degree who have completed all but six credit hours.

Each Comprehensive Examination paper is read by two readers and rated Distinction, Satisfactory, or Unsatisfactory (A, B, and C or lower) by each reader; in the case of disagreement a third reader is appointed. The composite rating is decided by the concurrent ratings of two readers. In order to pass a set of Comprehensive Examinations a candidate for a Master's degree must obtain a composite rating of at least Satisfactory in every field with not more than two single ratings of Unsatisfactory while a candidate for the Doctor's degree must achieve (a) a composite rating of at least Satisfactory in every field; (b) a composite rating of Distinction in at least one field; and (c) not more than three single ratings of Unsatisfactory in all five fields.

In general a candidate who fails to pass his Comprehensive Examinations may not retake them except in their entirety, with the permission of, and under conditions imposed by, the Graduate Council. An exception may be made in the case of a candidate for the Doctor's degree who fails to achieve a composite rating of Distinction in one field or who receives a composite rating of Unsatisfactory in one field, provided that his performance in the rest of the examinations shows indications of strength above the minimum. In such case the Graduate Council may permit the candidate to obtain new ratings to replace the original ones in one or more fields by repeating examinations in those fields in an attempt to achieve a passing performance in the set of Comprehensive Examinations as a whole. If unsuccessful such an attempt confirms the candidate's failure, leaving him in the same position as if he had failed more decisively in the first place; i.e., any further attempt must be approved by the Graduate Council, must include all fields, and is final.

## THESES AND DISSERTATIONS

**3.16 Thesis and Dissertation Projects.** The statement submitted by a candidate proposing a Master's thesis or a Doctor's dissertation topic and reporting results of preliminary research on it for approval of the Graduate Council is called a thesis or dissertation project. Deadlines for submission of such a project are indicated in the Academic Calendar in the current University course announcement.

A typewritten draft should first be cleared with the Department Chairman. The project must include the following items:

1. The date.
2. Name of the candidate.
3. Department of principal work.
4. Degree for which student is a candidate.
5. Title of thesis or dissertation (may later be modified in consultation with committee).

6. Brief statement of major problem of research and supporting problems, if any.
7. Data to be used. The main published references must be set forth in good form as a selected bibliography. Both primary and secondary sources, especially studies in the field already completed by others, must be clearly indicated, if known, whether they are published or not.
8. Statement of probable value and importance of the study.
9. Brief description of the procedures to be followed in making the study, designed to demonstrate awareness of major difficulties and methods which seem likely to be useful in dealing with them, and to indicate mastery of any appropriate tools and techniques of research.
10. Preliminary outline of the thesis or dissertation with chapter headings and either subtopics or general indication of material in each chapter.

The project must be submitted in ten copies with the approval of the Department Chairman. The candidate is notified of the action taken by the Graduate Council on his project; acceptance indicates that the Council considers the topic is a suitable one if it is developed adequately, a task which is the responsibility of the candidate.

At the same time the candidate must submit a "Qualifications of Candidate" form, obtainable at the Graduate Office, designed to indicate his preparation for writing a thesis or dissertation.

**3.17 Advisory Committees.** An advisory committee is appointed by the Graduate Council, on nomination of the Department Chairman, for each candidate working on a thesis or dissertation. The committee for a Doctoral candidate has five members; that for a Master's candidate has one, two, or three members. At all stages of his research the candidate is expected to take the initiative and seek the advice of his advisory committee and to provide copies of all drafts to the members. Final dates for submitting completed manuscript to Department Chairmen are indicated in the Academic Calendar.

**3.18 Oral Examination.** Oral Examinations, where required, are scheduled by the Department Chairmen. The final date for the oral examination is indicated in the Academic Calendar. The results are reported to the Registrar through the Department Chairman and the Graduate Dean on forms provided for the purpose. Suggestions for revision may be made as conditions to be met before members will sign the title page of the master copy.

**3.19 Form of Final Manuscripts for Filing.** A thesis or dissertation must be prepared in good form as described in an acceptable thesis manual. Two copies of the manuscript, and of a one-thousand-word summary of the Master's thesis, and four copies and two summaries of the Doctor's dissertation, must be deposited with the Registrar. One copy of the manuscript must be typed on good bond paper 8½" by 11" in size and one clearly legible carbon copy on paper of the same size must be submitted. Other forms of reproduction must be approved in advance. These copies must be deposited with the Registrar at least two weeks before the date when the degree is to be conferred. The final manuscript must deal adequately with suggestions for revision, if any, which have been made by the advisory committee and the master copy must be approved and signed on the title page by the members thereof.

## TYPES OF GRADUATE WORK

**3.20 Types of Work Offered for Graduate Credit.** Graduate study offered for credit may be classified under the following types: (1) lecture-discussion

courses, (2) reading courses, both general and specialized, (3) seminars in specialized subjects planned to give experience in research and in the preparation of theses, (4) individual non-thesis and in-service research, including case studies, and (5) professional institutes.

**3.21 Lecture-Discussion Courses.** Basic, advanced, and specialized lecture-discussion courses in the Graduate School generally carry three academic hours of credit. A student is expected to devote in outside preparation for the course at least twice as much time as that devoted to the actual class meetings. The student must take such examinations and other tests of academic performance as are administered by the instructor.

**3.22 Seminars.** Seminars offered to provide opportunities for advanced study and research experience are open to students possessing sufficient subject matter background and research aptitude. Thesis seminars are offered for training in research and thesis writing.

**3.23 Reading Courses.** A reading course is an offering which the student pursues on an individual basis with a limited number of tutorial conferences. The course of reading is outlined by the instructor. A student is eligible for a course of this type for which he is adequately prepared provided that he has completed at least six semester hours of graduate study in residence with an average grade of at least B and that he obtain the written approval of his Department Chairman. Special forms are provided by the Registrar for registration in this type of course. The student is expected (1) to master materials at least equivalent to those covered in a comparable course of the lecture-discussion type, (2) to attend four scheduled conference meetings, (3) to pass tests on the materials assigned, including an end-of-course written examination. The instructor submits to the Department Chairman for filing with the Registrar (1) the grade in the course; (2) the written examination questions administered by the instructor; (3) the student's answers; (4) a list of readings completed by the student; and (5) the dates of the conference meetings.

**3.24 Individual Non-Thesis Research.** A student may elect an individual research project, apart from thesis or dissertation, for credit toward a graduate degree after he has completed twelve semester hours of graduate work in residence with at least a B average. A proposal for an individual research project is made by the student through any instructor to a Department Chairman. The proposal must contain the name of the student, the date of the application, the name of the supervising instructor, the title of the project, and an outline according to which he proposes to operate. The project may not initially be elected for academic credit in excess of three hours. The application must be filed with the Registrar upon certification by the Department Chairman. Individual research projects must be completed within one calendar year of the date of approval. The student upon completion of the project must file with the Registrar for transmission to the library the research report as a manuscript typed on standard letter size paper 8½" by 11"), bound in stiff covers and bearing the signatures of the instructor and the Department Chairman. A second report similarly bound and signed must accompany the manuscript describing the manner in which the research was conducted, detailing the bibliography, and summarizing in two typed pages the contribution made by the research study. The Graduate Council reviews the work submitted and may allow up to nine hours credit for any project.

**3.25 In-Service Project.** An in-service project is an individual research project undertaken by a student working in a government, education, business, or other selected organization concerning some aspect of its operation. Completion of a minimum of twelve hours of resident graduate study with at least a B average is a prerequisite for undertaking an in-service project, which is supervised jointly by a member of the faculty and an official of the organization. The proposal must state the date, the name of the student, the

names of the supervisors, the title of the project and an outline of the scope and method of the inquiry. The in-service project must be approved by the Graduate Council, is offered initially for three hours of credit, and must be completed within one calendar year from the date of registration. The student upon completion of the in-service project must file with the Registrar a typed copy of the manuscript bound in stiff covers for transmission to the Library. This copy must be approved and signed by the official and instructor who have supervised the project and the Chairman of the Department concerned. It must give a full account of the work done. The Graduate Council reviews the work submitted and may allow up to, but not to exceed, nine hours for any one project.

**3.26 Professional Institutes.** A professional institute is a specialized and intensive academic offering organically related to the educational program of the University and designed primarily for persons engaged in various professional fields. A student may earn credit toward an advanced degree in an institute which is approved for graduate credit only when the election is approved by the appropriate Department Chairman or Chairmen, when he meets the prerequisites for registration in that institute, and enrolls according to its regulations.

**3.27 Credit Allowable for Reading Courses, Individual Research, In-Service Projects, and Professional Institutes.** No more than six hours may be counted toward the hour requirements for the Master's degree for reading courses, individual research, in-service projects, or professional institutes, nor more than nine hours for any two or more of these types of work combined; for the Doctorate the limits are nine and eighteen hours respectively.

## GRADUATE FACULTY AND GRADUATE COUNCIL

**3.28 Graduate Faculty.** The Graduate Faculty consists of all Chairmen of Departments in which graduate work is given and all members of the University Faculty giving such work. Its function is to consider and decide all issues of general policy concerning graduate study and review the work of the Graduate Council.

**3.29 Graduate Council.** The Graduate Council is the advisory and executive body of the Graduate School. It is composed of the Graduate Dean, Associate Graduate Dean, and the Chairmen of all Departments offering courses on the graduate level. The Dean of the Graduate School acts *ex officio* as Chairman of the Council. The Council meets regularly twice each month and on special occasions when necessary. Sub-committees are created from time to time for special assignments.

**3.30 Functions of Graduate Council.** The functions of the Graduate Council include:

- (1) Passing upon requests from individual students for exceptions to standing regulations concerning various deadlines, minimum grade requirements, *et cetera*.

- (2) Examining and approving or recommending changes in projects for Master's theses and Doctoral dissertations; approving nominations of members of thesis and dissertation advisory committees.

- (3) Receiving reports on admissions to candidacy for Master's and Doctoral degrees by the Graduate Dean and passing upon requests for special fields for the Comprehensive Examinations or special tools of research.

- (4) Passing upon requests for extra credit (above 3 units) on non-thesis research and in-service projects.

- (5) Passing upon applications for fellowships and other awards and making recommendations to the Dean of Administration on such matters.



(6) Supervising the academic activities of the Graduate School in general, including personnel and curriculum, special programs and institutes, and especially the Comprehensive Examinations and final oral examinations for graduate degrees. Receiving and approving reports of the Graduate Dean on the results of Comprehensive Examinations.

(7) Advising the Dean of the Graduate School on any problems requiring special action, such as special admission cases, and on general policy problems, whether brought before the Council by the Dean or arising on the Departmental level.

**3.31 Individual Student Requests.** A student may present through the Graduate Dean a written request for any action by the Council not covered by the Graduate Statutes or constituting an exception thereto. After a review of the grounds for the request and the facts of the situation the Graduate Council may take such action as will serve the best interests of the student within the limits of sound academic practice.

## COMPREHENSIVE EXAMINATIONS FOR GRADUATE DEGREES DEPARTMENTAL REQUIREMENTS

**4.00 Purpose.** Written Comprehensive Examinations are administered in the Fall and Spring to candidates for the degrees of Doctor of Philosophy, Master of Arts, and Master of Business Administration who have completed their required course work. The purpose of the examinations is to measure the breadth and depth of a candidate's competence in the fields of his graduate specialization.

In general, a student is eligible to register when he has completed twenty-four credits of courses at the "500" level or higher (exclusive of thesis seminar) with a grade average of at least "B". However, a well-prepared candidate completing the above hours requirement in the Spring session may be permitted to register for the Spring Comprehensive Examinations.

Forms for registration are obtainable from the Graduate Dean's Office.

**4.01 Department Specifications.** The various departments of the University specify fields and areas in which the student must present himself for examination. The requirements defined by the Departments constitute a general framework for the guidance of the student in his selection of courses and planning of programs of independent study.

**4.02 Individual Graduate Plan.** A candidate for a graduate degree maps out a unified program of courses and fields of study in conference with his Department Chairman. The plan of study of the applicant for the Doctor of Philosophy degree must be approved by the Graduate Council before he can be advanced to candidacy.

**4.03 Comprehensive Examination Fields.** Candidates for the degrees of Master of Arts and Master of Business Administration take Comprehensive Examinations in three fields. Candidates for the degree of Doctor of Philosophy take Comprehensive Examinations in five fields. Fields offered for the Master of Arts and Master of Business Administration degrees may be

offered for more intensive examination for the degree of Doctor of Philosophy.

**4.04 Business Administration.** For the degree of *Master of Business Administration* Comprehensive Examinations must be passed in three fields. One field must be Business Economics, described under (1) below, the second the candidate chooses from fields listed under (2), and the third from fields listed under (2), (3) or (4). Departmental approval is necessary where students select closely related fields from (2), (3) or (4).

- (1) **Business Economics.** This examination emphasizes the economics of the firm and industry, and the use of economic analysis in formulating business policies and assisting in the solution of business problems. It stresses the economic approach to business decisions, rather than economic theory of a more general character. Candidates are assumed to be thoroughly familiar with economic analysis as applied to business problems, business forecasting, and business budgeting.
- (2) **A major area of Business Administration** selected from the following: accounting (with emphasis on *either* public *or* private accounting); advertising; banking (with emphasis on *either* commercial *or* investment banking); business management; corporation finance; foreign trade; industrial management; industrial relations; insurance (with emphasis on *either* life *or* property and casualty insurance); marketing; personnel management; real estate; retailing; sales management; transportation (general *or* air *or* rail *or* highway *or* water).
- (3) **A specialized area of Business Administration** selected from the following: business budgeting; federal taxes; financial control and management; market analysis; public relations; traffic management.
- (4) **A related field of interest** such as: business education; business fluctuations; business-government—relationships; business history; business statistics; economic geography; economics of agriculture; economics of industry; group dynamics in business; housing economics; international economics; labor economics; public utilities; social psychology; technology and business. (Candidates may also select from standard fields for the Master of Arts in Economics.)

Master of Business Administration candidates who fail to pass all three Comprehensive Examinations must retake three examinations at a subsequent sitting. Students may retake Comprehensive Examinations *only once*.

Master of Business Administration candidates must: (1) include in their minimum of thirty credits at the "500" level or above, economic analysis in business 11.510, foundations of business forecasting 11.511, business budgeting and executive control 11.512, and three credits of thesis seminar; (2) unless previously studied (within the past ten years) or passed by examination at The American University, take the following courses or equivalents: use of accounting methods 11.400; intermediate accounting 11.300; structure of the American economy 19.100; introduction to economic analysis 19.202; fundamentals of statistics 69.200; business statistics 69.300; business organization and administration 11.410.

**4.05 Communication.** Master of Arts: three fields, including two in area 1 and one other field in area 1, and a third field from areas 1 or 2.

Areas: (1) Communication theory, journalism—feature articles writing, journalism—reporting, interpreting, and editing, public relations, television and radio production, television and radio writing, visual communication.

- (2) A special field selected from the offerings of another department.

#### 4.06 Economics.

### I. ECONOMICS

- a. Master of Arts: three fields, one of which must be offered either in contemporary economic theory or in the history of economic thought. The other two must ordinarily be selected from areas 3, 4, and 5 as stated in this section.
- b. Doctor of Philosophy: five fields, including areas 1, 2, and 3 as stated in this section and two other fields to be selected from areas 4 and 5.
- c. Quantitative Methods: required of all candidates. A quantitative method may be submitted either as part of the Doctor of Philosophy tool requirements or taken as a related field under area 4 involving the use of accounting, statistics, or econometrics.
- d. Areas:
  1. history of economic thought
  2. contemporary economic theory
  3. economic history with emphasis on either European or American developments.
  4. an approved field in the social sciences such as applied statistics, cultural anthropology, economic geography, general psychology, human ecology, international law, international organization, methods of social research, modern political theory, population, public administration in the United States, social ethics, social philosophy, social psychology, social security, sociological theory, statistical theory.
  5. a field selected from economics or business administration such as advertising, air transportation, business economics, business management, corporation finance, cost accounting, economics of agriculture, economics of industry, economics of public finance, fiscal theory, federal taxes, general transportation, government control of business, housing economics, industrial relations, international economics, international finance, labor economics, marketing, money and banking, national income and social accounting, public utilities, real estate, retailing, theory of aggregates, theory of international trade, traffic management.

### II. ECONOMIC HISTORY

- a. Master of Arts: three fields, one being offered either in the history of economic thought or in contemporary economic theory, one offered from area 3 as stated in this section, and the third being selected from either areas 4, 5, or 6.
- b. Doctor of Philosophy: five fields, including either area 1 or 2, two fields from area 3, a fourth field from area 4, and a fifth field from either area 5 or area 6.
- c. Areas:
  1. history of economic thought

2. contemporary economic history
3. fields in economic history such as American economic history, Canadian economic history, English economic history, European economic history, general economic history, Latin-American economic history
4. fields in non-economic history selected from American history, Canadian history, English history, Far Eastern history, intellectual history, Latin-American history, Middle Eastern history, and the history of religion
5. a field selected from economics or business administration such as: advertising, air transportation, business economics, business management, corporation finance, cost accounting, economics of agriculture, economics of industry, economics of public finance, fiscal theory, federal taxes, general transportation, government control of business, housing economics, industrial relations, international economics, international finance, labor economics, marketing, money and banking, national income and social accounting, public utilities, real estate, retailing, theory of aggregates, theory of international trade, traffic management.
6. any branch of economic life historically treated, such as agriculture, business, federal taxes, labor, public finance, technology and transportation; or the historical interrelations such as politico-economic relations, religion and economic culture, social legislation; or archival administration, accounting, or statistics.

**4.07 Education.** The Department offers the Master of Arts degree in Education. Degree programs are designed to serve (1) those who have professional objectives in the field of education, and (2) those who, on the basis of considerable competence in related fields, wish to develop added proficiency in the application of education to the related field.

- a. A candidate for the degree of Master of Arts must have a professional objective to serve as a basis for planning his program and selecting the fields of his Comprehensive Examinations. The professional objective, when it includes teaching, must be designed to meet legal requirements for teachers in the state or locality where the student plans to teach. The Chairman of the Department advises candidates on these matters.
- b. A candidate planning to teach must present evidence of adequate preparation in the content matter of subject or subjects which he proposes to teach or include such content matter courses in his program for the Master of Arts degree. When the latter course is followed, the student may in some cases be required to take more than thirty credit hours of courses.
- c. A student whose professional objective differs from those suggested above may upon approval offer a combination of fields from this and related Departments which meet the requirements of his objective. Requests for such approval must be submitted in writing to the Chairman of the Department and may require approval of the Graduate Council.
- d. **Master of Arts in Education:** three fields, with one selected from areas 1-4, and one supporting field from areas 5-11. The third field may be selected from any of the areas.
- e. **Areas:**
  1. Elementary education: methods of teaching, materials, supervision, curriculum, and administration of the elementary school.

2. Secondary education: methods of teaching, materials, supervision, curriculum, administration of the secondary school.
3. Adult education: methods of organizing and teaching adults, adult behavior problems, administration of adult education.
4. School administration: internal and external administrative problems of schools, pupil and teacher personnel, school organization, supervision, community relationships, professional problems.
5. History and philosophy of education: development of education in Europe, the Americas, and the United States, the principal philosophical bases for various educational practices.
6. Educational psychology, being identical with field 6 listed for the Master of Arts requirements in the area of psychology.
7. Tests and measurements: group tests of mental ability, aptitude, personality, school achievement, management of testing programs in schools.
8. Comparative and international education: structure and problems of education in the major world powers with special emphasis on the United Nations, UNESCO, and international problems.
9. Guidance and counseling: basic principles of guidance, nature of guidance services, administration of pupil personnel in schools of all levels.
10. Higher education: problems of teaching in college, organization of higher education, relationships of higher education to secondary schools, goals, methods, philosophies, and measurements of outcomes in higher education, study of representative types of curriculums.
11. Related subject matter field especially for secondary school teachers, with work in subject matter specialization.

#### 4.08 History.

- a. **Master of Arts:** three fields, one being selected from area 1, the second from area 5, and the third from any of the other areas stated.
- b. **Doctor of Philosophy:** five fields, two fields being selected from area 1, one field from area 5, and two fields from areas 2, 3, and 4.
- c. **Areas:**
  1. A survey of the history of
    - (a) Europe
    - (b) United States
    - (c) Latin Americawith emphasis placed on knowledge of general trends, major problems, and familiarity with the bibliography and historiography.
  2. Study of a particular nation or area such as Russia, the Hapsburg Monarchy to 1918, the frontier in United States history, the South in United States history, and the Plata River countries.



3. Study of a special period such as the Renaissance, the French Revolution and Napoleon, the Middle Period of United States history, 1789-1860, and the colonial origins of America.
4. Study of a special phase of a nation, area, or period such as the economic history of modern Europe, modern revolutions, United States diplomatic history, and Latin-American intellectual history.
5. Study in selected fields of other social sciences such as economics, political science, and sociology; or of the humanities such as literature, fine arts, philosophy when such areas are relevant to the student's personal line of interest.

#### 4.09 International Relations and Organization.

- a. Master of Arts: three fields, including international organization, and two other fields selected from the areas 1 and 2.
- b. Doctor of Philosophy: five fields, including international organization, international law, and two other fields from area 1, with one additional field selected from area 2.
- c. Areas:
  1. American diplomacy, international administration, the Inter-American system, international law, international organization, international relations of a special area, and the United Nations.
  2. American or European history since 1789, comparative government, economic and political geography of a special area, international economics, public administration, social psychology, United States government and constitutional law, and world geography.

#### 4.10 Mathematics.

- a. Master of Arts: three fields, including one from area 1, one from area 2, and one from another area.
- b. Doctor of Philosophy: five fields, including Modern Algebra or Matrix Theory in area 1 and Functions of Real and Complex Variables in area 2. At least one field must be selected from the area of the candidate's dissertation, and at least one field outside areas 2 and 3.
- c. Areas:
  1. Algebra, logic, and number theory: Modern algebra; Matrix theory; Mathematical logic; and Number theory.
  2. Analysis: Functions of real and complex variables; Differential equations; Integral equations; and Calculus of variations.
  3. Geometry and topology: Algebraic geometry; Projective geometry; Differential geometry; and Topology.
  4. Mathematical physics: Rigid mechanics and astronomy; Fluid Mechanics; Elasticity; Statistical mechanics; and Electromagnetism.

5. Numerical analysis: Finite differences and difference equations; Numerical integration and solution of differential equations; Matrix computation; and Machine methods.
6. Probability and mathematical statistics: Statistical theory; Multivariate statistical analysis; Mathematical principles of experiment design; Decision functions; Stochastic processes; and Theory of Probability.
7. Special topics: Theory of games; Linear inequalities and programming; and Convex functions and bodies.

#### 4.11 Political Science and Public Administration

##### I. POLITICAL SCIENCE

- a. **Master of Arts:** three fields, including the general area described in 1, a selected area for intensive study from among the subjects as described in 1, and a third field chosen from 2, 3, 4, or 5.
- b. **Doctor of Philosophy:** five fields, including two from area 1, one covering the general field of Government in the United States and another a selected aspect of this field, one from area 2 or 3, and two in any of the remaining areas, provided the student does not take more than one of these latter options from area 5.
- c. **Areas:**
  1. Government in the United States — national, state, regional, municipal, local political institutions and their interrelations; constitutional and administrative law as these forces bear upon governmental processes; the informal controls of politics and administration such as public opinion, pressure groups, and political parties.
  2. Political institutions and theory: political thought since Plato with either early political theory or modern political theory being elected for emphasis.
  3. Comparative governments and comparative administration, with particular reference to governmental institutions and processes in a given group of countries.
  4. Public administration in the United States: the basic processes of administration and their application to some selected field.
  5. Related fields: options may be chosen from such fields as international relations, American history, European history, relationship of government to some aspect of economics, relations of government to some aspect of social economy, relationship of government to biology and social psychology, relationship between government and geography.

##### II. PUBLIC ADMINISTRATION

- a. A candidate for the degree of Doctor of Philosophy must demonstrate competence to apply the principles of public administration to a specific organizational unit by preparing a Case Study. This requirement is in addition to the dissertation. A candidate for the Master of Arts degree may elect to write a thesis or a Case Study. The Case Study requirement is fulfilled in the seminar, 54.692 Public Adminis-

tration: Case Study Research, a course carrying six hours of academic credit. The Case Study must have the approval of two readers.

- b. **Master of Arts:** three fields, including one from area 1 and two from area 2.
- c. **Doctor of Philosophy:** five fields, including area 1, three from area 2, and any one of those remaining.
- d. **Areas for examination for Master's candidates in Public Administration:**
  1. One from these fields: national government, state government, municipal government, or social psychology.
  2. Two from these fields: federal budgetary administration, organization and management, public personnel administration, public relations in administration, archives administration, or some other appropriate field in administration.
- e. **Areas for examination for the Doctor's degree in Public Administration:**
  1. Government in the United States: national, state, regional, municipal, and local political institutions and their interrelations; constitutional and administrative law as these legal forces bear upon the governmental processes; the informal controls of politics and administration such as public opinion, pressure groups, and political parties.
  2. Public administration—fields are organization and management, public personnel administration, federal budgetary administration, public relations in administration, archives administration, or some other appropriate field in administration.
  3. Economic theory or political theory, the candidate choosing political theory may elect early political theory or modern political theory.
  4. Related fields: American history, European history, international relations; economic organization, comparative government, social economy, statistics, accounting, or other field approved by the Department.

#### 4.12 Psychology.

A candidate for an advanced degree in the Department of Psychology must have a professional objective to serve as a basis for planning his program and selecting the fields of his comprehensive examinations. If the professional objective includes plans to enter an applied field in psychology, the program must be designed in relation to legal or licensing requirements in force where the specialty is to be presented. A student whose professional objective is specialized, may, upon approval, offer a combination of fields from this and related departments which meets the requirements of his objective. Requests for such approval must be submitted in writing to the chairman of the department, and may require approval of the Graduate Council. Fields of study which candidates for advanced degrees must pass comprehensive examinations are:



## I. Psychology.

- a. **Master of Arts:** fields, three, one of which must be general psychology.
- b. **Doctor of Philosophy:** fields, five, including general psychology and social psychology.
  1. general psychology: advanced general psychology; theoretical systems; research methods and professional problems; advanced experimental psychology; physiological psychology.
  2. social psychology: advanced social psychology; dynamics of group behavior; collective behavior; cultural anthropology; projective techniques in psychology; attitude measurement and research.
  3. personality: psychology of personality; advanced abnormal psychology; clinical psychology; mental hygiene; projective techniques in psychology.
  4. measurement techniques: psychological and educational measurements, group and individual; problems in test construction; projective techniques in psychology; attitude measurement and research.
  5. personnel psychology: psychological factors in the selection, promotion and supervision of employees in industry and in government agencies.
  6. developmental psychology: behavior problems of childhood; behavior problems of adolescence; psychology of the adult; psychological and educational measurements; advanced educational psychology.
  7. counseling psychology: principles and practices of guidance; understanding the individual; occupational information; counseling techniques.
  8. a field from a related social science.

## II. Guidance and Counseling.

- a. Candidates for the degree of Master of Arts must offer an undergraduate specialization in education or in psychology, or a combination of education and psychology, and must have a professional objective that includes an application of guidance and counseling to one specific function in education or in psychology. Those seeking a broader competence should take a Ph.D. degree.
- b. **Master of Arts:** the three fields indicated below.
  1. counseling psychology: principles and practices of guidance; understanding the individual; occupational information; counseling techniques.
  2. psychological and educational measurements: the interpretation for counseling purposes of psychological and educational tests.
  3. an additional field, approved by the chairman of the department, selected from psychology as described above or from education.

## 4.13 Sociology and Anthropology.

- a. **Master of Arts:** three fields, including (1) sociological theory, (2)

methods of social research, and (3) one other taken from any of the other areas specified below.

- b. **Doctor of Philosophy:** five fields, including (1) sociological theory, (2) methods of social research, and (3) three other fields selected from areas specified below, provided that not more than one field is selected from either 7 or 8.
- c. **Areas:**
  - 1. Sociological theory
  - 2. Methods of social research
  - 3. Social psychology, cultural anthropology
  - 4. Social organization, ethnic groups, criminology, cultural change
  - 5. Population, human ecology
  - 6. Communication research, public opinion
  - 7. Housing, social security, public health and medical care, standards of living, labor standards and movements, a broad field from public or business administration or education.
  - 8. An approved general field from economics, history, international relations, political science, psychology, or statistics.

#### 4.14 Statistics

- a. **Master of Arts:** three fields, including statistical theory in area 1, two other fields—one each from two of the areas 3, 4, and 5.
- b. **Doctor of Philosophy:** five fields, including the two fields of advanced statistical theory from area 2 and three other fields from areas 3, 4, and 5, at least one from each of two areas.
- c. **Areas:**
  - 1. Statistical theory including correlation and regression analysis, analysis of variance, probability, and statistical inference
  - 2. Advanced statistical theory covering
    - (a) distribution (emphasizing probability)
    - (b) estimation (emphasizing inference)
  - 3. Applied statistics
    - (a) fields which emphasize application of statistical methods such as labor statistics, marketing research, public health and vital statistics, population analysis, biometrics, quality control and acceptance inspection, sequential analysis, design of experiments, factor analysis, and econometrics.
    - (b) statistical analysis of problems of a broad field of science or administration such as business and economic statistics.
  - 4. Social science, fields in social science and administration related to the program of the student offered by other Departments.
  - 5. Mathematics, fields of mathematics described under Section 4.10 mathematics.





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